

**PLEASE DISTRIBUTE TO ALL REQUESTING OFFICE**  
**STAFF**

Please submit requests for Inmate Information/Judgement Orders/Institutional/PENN PACK/Background checks/Health records and other required information through our online web portal.

This method provides a quicker response time along with access to electronic copies of records if applicable. Please click on the link below to access and create an account:

<https://www.tn.gov/correction/redirect-agency-services/archived-record-request.html>

Or go to the Tennessee Department of Corrections website Archived Record Request

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- Offender Trust Fund
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- ADR Transmittal (GDS)
- Customer Satisfaction Survey

# Archived Record Request

The Department of Correction frequently receives requests for individual records on offenders. Requests for records can now be submitted through our new online web page.

[SUMMARY & REQUEST](#)

Requests can also be submitted through our dedicated phone line or by e-mailing:

**Tennessee Department of Correction  
Records Management  
2nd Floor - Reelco Jackson Building  
Nashville, Tennessee 37203-0009**

**(615) 253-8879**

You will need to include the following information with your request:

- Your contact information - name, mailing address, phone number and an email address, if available.
- The reason for your request.
- The full name of the offender, Tennessee offender identification number (TIDNR), sex, date of birth and local security number.
- A detailed description of the information you are seeking from the record.

If an archive search is required, appropriate charges will apply. You must send a payment with your original request. You will be notified of any changes when the request is completed.

NOTE: Copies of an offender's prison mail are requested at the discretion of the inmate.

## About Us

- Commissioner Tracy E. Foster
- Department Director
- Security Order / Cabling / Rights
- Officer's Confidential Academy
- Frequently Asked Questions
- Location Map
- Publics and Visitors
- Program Manual
- Mail Request
- TDOC Individual Traveler

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## Related Services

- Parole Hearings
- Prisoners' Commissary Available
- Post Prison Care Registry
- Tennessee Sex Offender Treatment Board
- Tennessee Community Resource Board

**Department of Correction**  
Tracy E. Foster

501 East Adams Street Nashville,  
Tennessee 37203-0009  
(615) 253-8869  
TDD: 253-8879 ext. 7000

We look forward to servicing your request, thank you.

*Records Management Division*

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